

ब्रिज एण्ड रूफ कंपनी (इण्डिया) लिमिटेड
BRIDGE AND ROOF CO. (INDIA) LTD.

A Government Of India Enterprise / भारत सरकार का एक उद्यम
कोलकाता /Kolkata- 700071.

FROM : **GM(IT)**
KOLKATA OFFICE

TO : <<ALL EMPLOYEES>>

REF : B And R/IT/EIS/OAS/173

DT. : 24/05/2024

SUB : **Maintenance of Online Appraisal System.**

Please be informed that due to some unavoidable circumstances Online Appraisal Module of EIS System is now under maintenance for further enhancement. When the maintenance will be over we will resume the service of Online Appraisal Module & inform you immediately.

All are requested to please co-operate and bear with us for the inconveniences.

Regards,



(Barun Kanti Das)

CC: CMD
D(F)
D(PM)
ALL EDs /GGMs/GMs/SBUs/HODs
GM(HR) – This is as discussed

} For kind information please

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MEMO

FROM: GM(IT)
Kolkata Office

TO: SBUs/GMs/HODs/ROs

REF: B AND R/IT/EIS/PAS/144

Date:27/03/2024

Sub: Final Demo Session on Online Appraisal System through EIS.

This is subsequent to our VC interactive session dated 13/03/2024 and 19/03/2024 on demonstration of 'Online Appraisal System' wherein 75 and 60 nos participants respectively joined. Also refer our communication dated 16/03/2024 wherein we had provided Audio-Visual Manual for testing and hands-on session till 31/03/2024.

A final demo session has been scheduled on 28/03/2024(Thursday) sharp at 3.00 pm. The demo session will be interactive type & planned for discussion of the needful activities & operation by respective Reporting Officer (RO), Reviewing Officer (REO) & Accepting Officer (AO) in appraisal system of EIS portal. In the session GM (HR), DGM(HR) also will present.

All the RO, REO & AO are therefore requested to positively join to the interactive session (Who had not joined in earlier session) through the given link provided as below

Link: <https://bridgeroof.webex.com/bridgeroof/j.php?MTID=m3b303d7918cc1f49580bf819008069f6>

Meeting number: 2557 584 4003 Password: JzP3dEanf85

Regards,



(Barun Kanti Das)

CC :CMD
:D(F)
:D(PM)
:EDs
: GM(HR)

For your kind information please

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MEMO

FROM: GM(IT) Kolkata Office	TO: SBUs/GMs/HODs/ROs
REF: B AND R/IT/EIS/PAS/142	Date:18/03/2024

Sub: Demonstration of Online Appraisal System through EIS.

This is subsequent to our VC interactive session dated 13/03/2024 on demonstration of 'Online Appraisal system' wherein 75 participants joined. Also refer our communication dated 16/03/2024 wherein we had provided Audio-Visual Manual for testing and hands-on session till 31/03/2024.

Once again a demo session has been scheduled on 19/03/2024(Tuesday) sharp at 3.30 pm. The demo session will be interactive type & planned for discussion of the needful activities & operation by respective Reporting Officer (RO), Reviewing Officer (REO) & Accepting Officer (AO) in appraisal system of EIS portal. In the session GM (HR), DGM(HR) also will present.

All the RO, REO & AO are therefore requested to please join the interactive session (Who had not joined in earlier session) through the given link provided as below

Link:

<https://bridgeroof.webex.com/bridgeroof/j.php?MTID=m8271e345886aa5a98b623192a60ae5de>

Meeting number: 2554 321 6098

Password: CBnRkifd888

Regards,



(Barun Kanti Das)

CC :CMD
:D(F)
:D(PM)
:EDs
: GM(HR)

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FROM : **GM(IT)**
KOLKATA OFFICE

TO : SBUs/GMs/HODs/ROs

REF : B And R/IT/EIS/PAS/135

DT. : 12/03/2024

SUB : **Introduction of Web Based Performance Appraisal System.**

You will be glad to know that company is going to implement web based online **Performance Appraisal System (PAS)** for the financial year 2023-24. The system will be available in the EIS portal (<https://eis.bridgeroof.in/>). Appraisal of all the employees will be now process through digitally after authentication by OTP based secure file movement.

Accordingly a demo session has been scheduled on 13-03-2024 (Wednesday) sharp at 3.30pm. The demo session will be interactive type & planned for discussion of the needful activities & operation by respective Reporting Officer (RO), Reviewing Officer (REO) & Accepting Officer (AO) in appraisal system of EIS portal. In the session GM(HR), DGM(HR) also will present.

All the RO, REO & AO are therefore requested to please join the interactive session on **Performance Appraisal System (PAS)** through the given link provided as below

Link:

<https://bridgeroof.webex.com/bridgeroof/j.php?MTID=m502f144cf4d7afc76d4f99aa5414505a>

Meeting number: 2554 651 7364 Password: 9aCZuJvNJ32

Regards,



(Barun Kanti Das)

CC: CMD }
D(F) } - For kind information please
D(PM) }
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MEMO

FROM: GM(IT) Kolkata Office	TO: SBUs/GMs/HODs/ROs
REF: B AND R/IT/EIS/PAS/141	Date:16/03/2024

Sub: Online Appraisal System through EIS.

This is subsequent to our VC interactive session dated 13/03/2024 on demonstration of 'Online Appraisal system' wherein 75 participants joined. Now to carry forward the implementation on and from 1st April, 2024 we would like to propose the following compliance.

- 1) The Appraisal Module of EIS portal is available for testing till 31st March, 2024.
From 1st April, 2024 and onwards only live operation of appraisal activities will be allowed.
- 2) KPA data as requested by HR dept. need to be furnished to incorporate the same in Appraisal Module within 31st March, 2024.

To habituate with the Online Appraisal System we are providing herewith Audio-Visual Manual for testing and hands-on session.

Regards



(Barun Kanti Das)

Encl.

1. Audio-Visual Manual Of Online Appraisal System(.ppt)
2. Manual Of Online Appraisal System(.pdf)

Helpdesk:

1. Shri Ankit Sharma(sharma.ankit88@bridgeroof.co.in)
2. Smt. Nilanjana Sahu(knowledge.management@bridgeroof.co.in)

CC :CMD
:D(F)
:D(PM)
:EDs
: GM(HR)

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कोलकाता/KOLKATA- 700071

MEMO

FROM: GM(IT) Kolkata Office	TO: SBUs/GMs/HODs/ROs
REF: B AND R/IT/EIS/PAS/142	Date:18/03/2024

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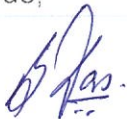
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Meeting number: 2557 584 4003 Password: JzP3dEanf85

Regards,



(Barun Kanti Das)

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ब्रिज एण्ड रूफ कम्पनी (इण्डिया) लि०
BRIDGE AND ROOF CO. (INDIA) LTD.

(भारत सरकार का एक उद्यम/A GOVERNMENT OF INDIA ENTERPRISE)

CIRCULAR

Ref: BANDR/GM(HR)/OFCO./2023-24

April 1,2024

Sub: WEB BASED ANNUAL APPRAISAL FOR ALL EMPLOYEES FROM FY 2023-24 ONWARDS

In view of phase wise completion of various activities of design, development, demonstrations, sharing of manual, updating KPA and personal data, training, trials etc. of the Web based Annual Appraisal System covering all permanent employees of the Company beginning financial year 2023-24 has started functioning with effect from 01.04.2024.

With the large scale participation and collaboration of concerned officials in these exercises , it is expected that the system will run smoothly, barring some initial or limited issues having not been brought up so far for resolution. It is hoped that issues like mismatches, overlaps, missing data or other issues shall be pointed out at the earliest through helpdesk particulars shared by IT Dept at the time of circulation of Operation Manual and shall be dealt with at Corporate office for quickest resolution. Accordingly, all concerned are requested to take note of the following:

1. Co-operation of all officials is an absolute necessity to develop and maintain a stable system which requires timely compliance by each RO, REO and AO concerned ensuring none of the employee of respective department remains unassessed. ROs need to ensure that appraisal of all employees assigned to him/her has been generated along with correct personal data of assessee(s) along with names of REOs and AOs concerned. He/she may consult superiors and if so required, send mails to helpdesk for corrections.
2. For appraisals required to be completed before completion of full year in case of release of RO/REO/AO from service, blank appraisal format can be downloaded from Forms section of EIS. These may also be used in case of an employee joining services in between a running financial year. Also, for cases of 'Outstanding' or 'Poor' ratings, which require supplementary documentations/authentication and prior sanction of CMD, documents need to be generated physically. In the event more than one RO/REO/AO is involved for assessing any employee, RO concerned shall generate a second form manually for onward action of other REO/AO concerned. Barring the above exceptions, all appraisal records as authenticated through OTP shall exist on this single platform in digital format only and shall be printed only when absolutely necessary.
3. The overall time frame of completing all activities within 45 days requires that concerned ROs(first 10 days), REOs(next 15 days) and AOs(last 20 days) adhere to respective time-lines. It is expected that all appraisals shall be freezed by 15 May of each year, henceforth.

Cont'd.....2.....

4. The departmental/project targets set/revised for the year under assessment are to be assigned against each key performance area populated in the EIS Appraisal system, as required for Executives assigned to technical or non-technical roles. For non-executive roles as well, criteria has been mentioned as per prevailing formats.
5. In case of executives, option for incorporation of revised targets/weightages/achievements etc., as applicable, has been provided for the stage involving RO and the Officer reported upon. REO and/or AO have option to revise the awarded scores in case of under-assessment or over- assessment in line with operational knowledge of performance levels achieved in other departments/industry in similar circumstances.
6. However, once AO has saved the appraisal as final, no revision shall be allowed by the system.
7. In case an employee has been transferred during the financial year under assessment, RO having longer term i.e. more than six months shall generate the appraisal, digitally or physically, as the case may be.

As this time-bound process shall generate data required for other time bound activities like manpower planning, DPC, training etc., it may be ensured that all Officers keep a continuous check on the items remaining unattended under all appraisal sub-heads of EIS system and clear pending requests as soon as possible.



(Abhijit Roy)
General Manager (HR)

CC :

CMD

D(PM)

D(F)

CVO

ED/GGMs/GMs/DGMs/HODs

Offices at - Howrah, Kolkata, Mumbai, Chennai, Delhi, Bhubaneswar, Vadodara, Guwahati,
Prayagraj

Project Sites

Notice Boards

IT Dept – for arranging circulation & extending necessary support please.

OL Section

File